

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Project #2010-457**

Project: Green Hill School - New Intensive Management Unit & Residential Mental Health Housing Unit

Project Manager: Diana Peeples, R.A. (360) 902-8347

The GA/DSHS TEAM Program invites interested consultants to submit qualifications for A/E pre-design and design services required for a new 24-bed Intensive Management Unit (IMU) and a 16-bed Residential Mental Health Housing Unit at Green Hill School (GHS) in Chehalis, WA, to help facilitate the mandated closure of Maple Lane School by June 2013.

Institution Information:

Green Hill School (GHS) is located in Chehalis, approximately 30 miles south of Olympia. GHS is a maximum security facility for male youths 14-21 years of age having physical and aggressive behavior issues. GHS is operated by the Juvenile Rehabilitation Administration (JRA) of the Washington State Department of Social and Health Services. GHS is a secure facility where residents are housed 24 hours per day, seven days a week. The campus includes 20 buildings totaling approximately 282,000 square feet. All residents are involved in a full range of program options including counseling, education and social skill development. The Juvenile Rehabilitation Administration (JRA) and Green Hill School are committed to sustainable practices including construction initiatives. Background checks are required for persons working on the GHS campus.

Program Information:

- With the transfer of maximum security juveniles from Maple Lane School, there is need for a new 24 bed Intensive Management Unit (IMU). The IMU is to provide the following services: housing, dining, counseling, education and recreation. The existing Intensive Management Unit at MLS houses violent and resistive offenders. This new unit will include a mental health focus distinguishing its program from the new IMU recently constructed at GHS. The treatment model addressing behaviors of these youth has evolved to an approach focused on an immediate and behavioral approach that has significantly reduced the level of isolation.
- A large percentage of youths being transferred from Maple Lane School are classified with mental health needs. A 16-bed residential mental health treatment facility is required to provide intensive care to youths that cannot be efficiently and effectively treated in the general juvenile rehabilitation facility. This targeted population demands a disproportionate amount of staff time and resources; because they may be high risk for suicide, have three or four concurrent mental health diagnoses and have substance abuse issues.

Project Description:

Complete an abbreviated programming/pre-design, design, and construction for a new 24-bed IMU (est. 10,000 GSF) and a new 16-bed mental health housing unit with a 3-bed acute care wing (est. 9,000 GSF). This \$6.5 million project may be accomplished with one or two buildings. This project will be required to achieve LEED Silver certification.

A/E Services Requested: Abbreviated programming/pre-design, schematic design, design development, construction documents, construction cost estimating, permit submittal and tracking,

construction administration, extra services as necessary (predesign, SEPA, utility load surveys, etc.), close-out & warranty assistance.

Anticipated Schedule

Consultant Notice to Proceed (NTP): 7/15/2010, Programming/predesign complete: 9/01/10, Design and permitting complete: 12/31/11, Construction NTP: 3/01/12 Substantial Completion: 5/01/13

The State reserves the right to continue with selected consultant or to select a new consultant for follow-on phases of project.

A/E fees and services shall be determined in accordance with the current A/E Fee Schedule for Washington State Public Work Building Projects and the standard Engineering and Architectural Services Agreement.

A **recommended site visit is scheduled for Friday, May 21, 2010, at 10:00 AM** at the GHS Entry/Security/Visitation Building at 375 SW 11th Street, Chehalis, WA 98532. Subconsultants are invited to attend as well. Contact the project manager listed at top of this advertisement.

Driving Directions: From Olympia take I-5 south to exit 76. At the top of the off ramp, make a left onto Rice Road. Travel through the first stop light and take a left onto SW Pacific Avenue immediately after the Juvenile Justice Center, through the GHS Main Entry Gate. Turn left into the visitor's parking area.

Selection Process: Firms will be selected in a two-phase process: Phase 1 – short listing firms based on submitted information and Phase 2 – oral presentations and interviews.

Phase 1: Firms will be considered for selection based upon the following criteria categories, weighted as indicated: Qualifications of Key Personnel (20 points); Relevant Experience (25 points); Previous Performance (25 points); Prior LEED Experience (10 points); Prior Client References (5 points); Geographic Proximity (5 points); Outreach plan for new businesses, small businesses, and MWBE businesses (10 points).

Submittal Requirements:

Submittal of the Following Information is Mandatory:

1. Who will work on the project from the A/E firm; names and experience and the role of each?
2. List of proposed Sub-Consultants, in house or contracted.
3. What is your existing work load; dollar amount of projects and percentage in each phase?
4. Which of your previous projects directly relate to the proposed new projects?
5. List the last (3) completed projects including budget, bid, final cost and change order percentage.
6. What do you feel is the most important benefit you have to offer the project?
7. Contacts and/or references for the last (3) completed projects.
8. How will you address implementing LEED standards?
9. How will you address the scheduling of this project for the campus?
10. Outreach plan and project-specific contacts made and why not selected.

Submit six (6) sets of qualifications. Each set to include: Federal Form 330, and any other pertinent data to assist the Selection Board in evaluating qualifications. Only submittals conforming to the following specifications will be considered: 8½"X11" format, cardstock front and back covers, printing shall be 2-sided with no more than 20 sheets of paper. No foldouts please. Include one (1) Compact Disk (CD) of the electronic file of submittal (submittal content only).

To qualify for review, submittals are required to be delivered to and date/time stamped by GA/DSHS Team prior to 2:00 p.m. on Wednesday, June 2, 2010. Address submittals, with Project Number and Title clearly identified, to:

GA/DSHS Team
Operations Support and Services Division
Office Building 2, Southwest Wing, 2nd Floor
1115 Washington Street, P.O. Box 45848
Olympia, WA 98504-5848
Attention: Danelle Bessett, Administrative Assistant 4

NO FAXED COPIES WILL BE ACCEPTED.

Phase 2: Following an evaluation of Phase 1 submittals, the consultant selection board will interview firms deemed to be the most highly qualified for the required service. Notification of interviews will be on Friday, 6/11/10. Interviews are tentatively scheduled between Monday, 6/21/10 and Tuesday, 6/22/10. Weighted selection criteria for Phase 2: Organization: Management Plan (10 points), Production Capabilities (10 points), Project Scheduling (10 points), Budgeting Cost Control (10 points), Design: Project LEED Approach/Design Parameters/Aesthetics (5 points), Team Member Qualifications (10 points), Subconsultants' Qualifications (15 points); Experience: Relevant Projects (15 points), Design Clarity and Quality (10 points);

Outreach plan for participation of MWBE, new businesses, and small businesses throughout the project (5 points).

Questions on the selection process may be directed to Danelle Bessett at (360) 902-7941.

Voluntary MWBE goals of 10% MBE and 6% WBE or 16% MWBE combined have been established for this project. Achievement of the goals is encouraged; however no minimum level of MWBE participation shall be required as a condition of the A/E selection. Proposals will not be rejected or considered non-responsive if they do not include MWBE participation. A/E's may contact the Office of Minority and Women's Business Enterprises at (360) 753-9693, or Jose Diaz at (360) 704-1194, to obtain information on certified firms for potential subconsultants.

The State of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.